

Principal Designated School Official (PDSO)

vs. Designated School Official (DSO)

Understanding the differences in responsibilities can help your school remain compliant with federal regulations and ensure your students' SEVIS records are accurate.

! WARNING: DO NOT SHARE SEVIS PASSWORDS. This is a violation of DHS Sensitive Systems Policy Directive 4300A, dated March 14, 2011, and will result in disciplinary action.

SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student")	Yes	No
Add, delete, update, save and submit changes to the information for PDSOs and DSOs, including assigning roles (Form I-17)	Yes	No
Update, save and submit changes to the information for schools (Form I-17)	Yes	Yes
Initiate and submit recertification application (Form I-17)	Yes	No
Issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," and maintain student and dependent records in SEVIS	Yes	Yes
Cancel transfer of arriving new student (if the record is in Initial status)	Yes	No
Issue password reset for DSO (if the DSO has been inactive for 45 days)	Yes	No
Return student records back to Initial status within 15 days of being set to Active status	Yes	No
Register school for the SEVIS batch interface	Yes	No